

**U.S. DEPARTMENT OF EDUCATION
WASHINGTON, DC 20202-6244**

FORM APPROVED
OMB NO. 1810-0036
EXPIRATION DATE: 06/30/2008

IMPACT AID PROGRAM

**INSTRUCTIONS FOR COMPLETING FY 2007 APPLICATIONS FOR
IMPACT AID UNDER SECTION 8002 OF THE ELEMENTARY AND
SECONDARY EDUCATION ACT**

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0036. The time required to complete this information collection is estimated to average one hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244.

Please read these instructions carefully before you complete the application. You may also need to review the authorizing statute (Section 8002 of the Elementary and Secondary Education Act) and regulations (34 CFR Part 222), which provide detailed eligibility requirements, definitions of terms, and the specific requirements of various sections of the law. The authorizing legislation and regulations are available on the Impact Aid Program (IAP) Internet web site, <http://www.ed.gov/programs/8002/index.html>. You can also prepare and submit this application on-line through the electronic application available at <http://e-grants.ed.gov/egWelcome.asp>. If you need further assistance in preparing this application, please call the IAP at 202/260-3858.

WHO MAY APPLY

Any local educational agency (LEA) in which the Federal government has acquired significant amounts of local real property since 1938 may apply for assistance. The term "LEA" means a board of education or other legally constituted local school authority that has administrative control and direction of free public elementary and secondary education through grade 12 in a county, township, independent or other school district located within a State. An eligible LEA must provide free public elementary and/or secondary education, under public supervision and direction without tuition charge, pursuant to the law of the State in which the LEA is located.

HOW AND WHEN TO APPLY

The deadline for submitting this electronic application is 4:30 p.m., Washington, D.C. time, January 31, 2006.

An applicant LEA must also **mail or fax** all pages of this application requiring a signature to the Impact Aid Program office, on or before the deadline specified above. An application is timely filed if the IAP receives the electronic application on or before the application deadline, and the signature pages are received by fax on or before that date or bear a U.S. Postal Service postmark or documentation of mailing by commercial carrier dated on or before the filing date. A private postage meter receipt is not acceptable documentation of a mailing date.

Please use the green-bordered address label that was mailed to you to return the signature pages to our office. If you also submit a section 8003 application electronically, please use the blue-bordered address label to return the signature pages of that application:

**U.S. Department of Education
Director, Impact Aid Program
400 Maryland Avenue, S.W.
Washington, DC 20202-6244**

If you choose to fax the signature pages, the correct Impact Aid fax number is **202-205-0088**. The fax machine will be very busy as the deadline approaches. Do not wait until the deadline to fax the pages. Keep your fax receipt as proof of successful submission.

In addition, you must forward a complete copy of the application to your State educational agency (SEA) at the same time you file it with the U.S. Department of Education. An "SEA Transmittal Form" is included with the application package for this purpose.

Late Applications: The IAP will accept an application that is not timely filed, but that is otherwise approvable, if the IAP receives the application within 60 days after the deadline, or it bears acceptable proof of mailing within 60 days after the deadline. However, payments for applications received during the 60-day late application period will be reduced by 10 percent of the amount that otherwise would be paid.

COVER PAGE

Original Application or Amendment

Check the appropriate box to indicate whether this is an original application or an amendment to a previously submitted application.

Pre-populated Information

If your LEA applied for Impact Aid for the previous year, review all of the items on the cover page that were copied from your LEA's application for last year. If any of this information has changed or is missing, make the necessary corrections before submitting this year's application. Check the data on all of the application tables and update as needed.

New applicants must complete the requested information on the cover page. If you do not know your LEA's DUNS Number, call Dun and Bradstreet, Inc. at 800/333-0505 to obtain the number. Leave the PR/award number and Impact Aid number spaces blank. The IAP will assign those numbers for you.

The Contact Person information you provide should be for the person on the LEA's staff who is most knowledgeable about this application. Please be careful to provide an accurate e-mail address. The IAP maintains an e-mail list to provide applicants with timely information throughout the year.

Changes In Eligible Property or Boundaries

Check the applicable box to indicate that there has been a change in the number of acres of eligible Federal property. For example, has ownership of any of the property been transferred from the Federal Government; or is there new eligible section 8002 property?

Check the applicable box if there have been changes in the geographical boundaries of the LEA. If you check either of these boxes, the IAP will contact you for additional information.

IMPACT AID PROGRAM ASSURANCES AND CERTIFICATIONS

Authorized Representative Certification

Enter the name and title of the LEA's authorized representative. That person must sign and date the cover page of the application and the Impact Aid Program Assurances and Certifications page. The IAP cannot approve an application for payment unless the application form is properly completed and contains **original signatures on both pages**.

The authorized representative for the LEA should review these assurances and certifications for information, and sign and date the page. The signature of the LEA's representative commits the applicant to the assurances contained in the application, including the assurance that the applicant meets all statutory, regulatory, and administrative requirements.

New applicants must obtain and file the additional assurances and certifications noted on page 2 of the application by the application deadline. Contact the IAP for additional information.

Table 1 Instructions

See below for pages that may be detached and shared with the local tax assessor(s).

TABLE 2. FEDERAL REVENUE FROM ELIGIBLE FEDERAL PROPERTY

This page may be populated with information provided by your LEA in last year's application. Please update or correct items as needed. Funds from Department of Education programs should not be included on this table. Revenue from other Federal programs should be included only for the 8002-eligible acres.

TABLE 3. ASSESSED VALUE OF TAXABLE REAL PROPERTY IN THE LOCAL EDUCATIONAL AGENCY

This page may be populated with information provided by your LEA in last year's application. Please update or correct items as needed. Enter the total assessed value of all types of taxable real property within the boundaries of your LEA.

TABLE 4. TAX LEVY INFORMATION

This page may be populated with information provided by your LEA in last year's application. Please update or correct items as needed. Enter the appropriate tax rates for fiscal year 2005-2006. If your taxing jurisdiction(s) sets different rates for different types of property, include all rates on this table. There must be a rate on this table for each type of property listed on Table 1. However, if the same rate is used for all types of property, you only need to list it once on this table.

INSTRUCTIONS FOR THE LOCAL ASSESSMENT OFFICIAL

TABLE 1. TAX ASSESSOR'S VALUATION OF SECTION 8002-ELIGIBLE FEDERAL PROPERTY

Table 1 (Tax Assessor's Valuation of Section 8002-Eligible Federal Property) must be completed by the local official responsible for assessing the value of real property for levying real property taxes in the school district.

Provide both Table 1 and a copy of these instructions to the local official responsible for valuing the Federal property. If the section 8002-eligible Federal property is located in more than one taxing jurisdiction, copy this form and instructions and provide separate copies to the local taxing official for each respective jurisdiction for completion.

INSTRUCTIONS TO TAX ASSESSMENT OFFICIAL – The school district's section 8002 payment is based in part on the estimated assessed value of the section 8002-eligible Federal property (generally, real property for which the Federal Government acquired ownership in or after 1939). Review the instructions below and on Table 1, and complete the information on Table 1 for each section 8002-eligible Federal property. The LEA should provide you with information about the Federal property in your jurisdiction that is eligible for section 8002 purposes.

Determining the estimated assessed value of the Federal property – The local official must base his or her determination of the estimated assessed value of the section 8002-eligible Federal property upon the "highest and best use" fair market value (FMV) of the taxable properties adjacent to the section 8002-eligible Federal property. The official then adjusts that FMV to an assessed value with the appropriate assessment percentage, ratio, index, or other factor used to obtain the taxable value (in most cases, the assessed value) for that type or those types of property.

Unless State or local law or guidelines mandate another approach, the official should: (1) determine the types and proportions of taxable property adjacent to the section 8002-eligible Federal property (Table 1, Column 3); and (2) select a representative sample of those taxable properties from each type of adjacent property and determine the average FMV per acre for each type of property (Table 1, Column 4).

The official determines an *average FMV per acre* for each type of adjacent property by adding the FMVs of the selected parcels in each type and dividing that figure by the total number of acres of those selected parcels in each type. The official determines an *average assessed value per acre* for each type of adjacent property (Table 1, Column 6) by multiplying the average FMV per acre for each type of adjacent property (Table 1, Column 4) by whatever factor or ratio the jurisdiction uses to determine an assessed value for that type of property (Table 1, Column 5).

The official then determines the estimated assessed valuation of the section 8002-eligible Federal property (Table 1, Column 7) by multiplying the total number of eligible Federal acres (Table 1, Column 2), by the proportions of each type of adjacent property (Table 1, Column 3), and multiplying the result by the average assessed value per acre for each type of adjacent property (Table 1, Column 6).

Highest and best use – “Highest and best use” means the FMV of the adjacent properties determined based upon a “highest and best use” standard under State or local law or guidelines if available. In the absence of State or local law or guidelines, “highest and best use” generally is a reasonable fair market value based upon the current use of the adjacent properties. You also may consider the most developed and profitable use for which the adjacent taxable property is physically adaptable and for which there is a need or demand for that use in the near future. “Highest and best use” may not be based upon potential uses that are speculative or remote. If the taxable properties adjacent to the eligible Federal property have different highest and best uses (for example, residential and agricultural), the local official must take into consideration these different uses in determining the assessed value of the eligible Federal property.

Significant change in value – If the reported estimated assessed value for the Federal property has changed by more than 10 percent (up or down) from the value reported on last year’s application, you must provide an explanation for this change. It may simply be caused by reassessments in the district or it may have resulted from a more thorough analysis of the Federal property and the properties adjacent to it. Whatever the cause, please provide a brief explanation.

Further information – The Impact Aid regulations at 34 C.F.R. section 222.23 provide more information about this process, and also provide examples. You can find that regulation on the Internet at <http://www.ed.gov/programs/8002/index.html>.